



348 South Main Street, Room LL80
Sparta, NC
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The County Manager's/Administration office staff consist of the County Manager and an Administrative Assistant/Clerk to the Board.

The Allegheny County Manager is Don Adams, who has served as manager since June 1997. The Board of Commissioners designates a County Manager to serve as the head administrator to all departments under the Board's authority. The County Manager's duties include supervision of all county departments, boards, and agencies and all activities performed by each including budget expenditures; preparation of the annual county budget; and supervision of appointment of all County officers and any other duties required by the County Commissioners. The County Manager consults with the County Attorney on a regular basis and keeps the County Commissioners informed of all aspects of county government and issues at hand.

The Administrative Assistant/Clerk to the Board of Commissioners is Karen Evans. Her duties include preparing agendas and agenda packets for the Commissioners' meeting, preparing the necessary resolutions and proclamations for the meeting, documenting and preparing minutes for the Commissioners' meeting. She also maintains appointments for the county boards and commissions, maintains upkeep of the minutes and agendas, maintains county ordinance books, and assists the County Manager in daily administrative procedures.

Contact Information:

Don Adams, County Manager

manageralc@skybest.com

Karen Evans, Administrative Assistant/Clerk to the Board

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Alleghany County Administration

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